

NOTICE OF ACTIVE RECORDS DISPOSAL

MAILED to
CF 3/31/98

JANE Y LEWIS
2R71

TO: _____ DATE: January 9, 1998

DEPT: Research and Development

FROM: R&D Records Manager

Records whether in paper or electronic form in the following categories created prior to the date shown in column three are scheduled for disposal as of January 1, 1998. Electronic shared files and directories have to be addressed in the same manner.

Please initial each line below corresponding to a record category denoting either that 1) you have documents in that category or 2) you have destroyed all documents in that category up to the date shown unless the documents are under **disposal suspension**. Your initials indicate compliance with the dates specified. If you **do not** possess any documents in a category, it is not necessary to initial that line. For legal reasons, all R&D employees should have a copy of the **Philip Morris USA Records Management manual (R0070) Records Retention Schedules** and it needs to be noted on this form. **You must attach an explanation for those records that are retained beyond their retention period.** Sign and return this form as indicated below.

Category Code	Record Category	Dates to Retain	Initials
A0150	Administrative	1996→	JYL
A0350	Applications/Resumes	1997→	
A0470	Associations & Memberships	1997→	
A0502	Audit Report	1991→	
A0560	Accident/Injury Reports	1997→	
A0570	Accruals, Year End	1997→	
A0580	Asset Disposals	ACT	
A0630	Attendance Reports	1996→	
C0010	Calendars/Diaries/Daytimers	1997→	JYL
C0020	Campaigns/Programs/Special Events/Awards	1996→	
C0070	Capital Forecasts/Capital Expenditures	1995→	JYL
C0550	Conferences & Seminars	1995→	
C0650	Contracts & Agreements--Official Copies	ACT+6 (1992→)	
C0651	Contracts & Agreements--Unofficial Copies	ACT	
C0770	Correspondence	1996→	
C1020	Cigarette Distribution (Factory Smokes)	1993→	
C1030	Chemical Waste Manifest	1993→	
E0380	Equipment/Machinery	ACT	
E0530	EPA Weekly Inspections	1997→	
E0540	Environmental Documents	ACT	

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F0230	Five Year Plans	1995→	
F0470	Facilities Management	ACT	JTC
F0480	First Aid Team Records	ACT	
G0150	Government Laws/Regulations/Agencies	SUP	
G0220	Grievances	ACT	
I0370	Invoices	1997→	
I0440	Insurance--Risk Management	ACT	
J0010	Job Descriptions	SUP	JTC
J0060	Job Orders/650 Appropriations	ACT	
L0280	Lists/Directories	SUP	
L0460	Labor Relations	SUP	
M0050	Manuals	SUP	JTC
M0140	Marketing Files	1995→	
M0340	Minority Affairs	1995→	
M0390	Monetary Approvals	SUP	
M0560	MSDS Documents	P	
N0110	Negotiation Proceedings	ACT	
N0130	Nuclear Regulatory Files	P	JTC
O0070	Organization Charts	SUP	JTC
O0080	Organizational Announcements	1997→	
O0220	OSHA Information	SUP	
P0070	Patents	1995→	
P0190	Personnel/Employee Files	ACT	JTC
P0330	Policies & Procedures	SUP	JTC
P0621	Projects--Administrative	ACT	JTC
P0622	Projects	ACT	
P0780	Purchase Orders/Requisitions	1996→	
P0790	PED Smoking Ballots	Nov. 1997→	
P0810	Patent Coordinator	ACT	
R0070	Records Retention Schedules	1948→	JTC
S0360	Software	ACT	
S0450	Standards/Specifications	SUP	
S0631	Succession Planning	1997→	JTC
S0730	Surveys & Studies	1995→	
S0810	Safety Issues	1993→	JTC
T0380	Training & Development	1996→	JTC
V0120	Vouchers	1997→	

I certify that the records I have destroyed were reviewed against all applicable Disposal Suspension Notices and that none of these records is subject to any Disposal Suspension.

J. J. Lewis
(EMPLOYEE)
Richard H. [Signature]
(NEXT LEVEL OF SUPERVISION)

3/26/98
(DATE)
3/30/98
(DATE)

NOTE: Return this form to Primary Central File, T-1 no later than February 23, 1998. Please call Charity Harris at extension 42411 or Carla Gregory at extension 42879 if you have questions.

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